Business Continuity/Disaster Recovery Shared Services Group
November 3, 2006 Meeting Notes

Agenda
1. Review and discussion of agency assumptions and dependencies that had been merged/mapped to Office of the CIO assumptions and dependencies.

Prior to the meeting, a set of agency plan assumptions and dependencies mapped to CIO assumptions and dependencies was distributed for review.

A consensus was reached on the following points
Continuity of operations planning and disaster recovery planning are iterative processes.

CIO assumptions and dependencies can be referred to or attached as an appendix in an agency DRP.

The first priority for the Office of the CIO – restore CIO provided IT products and services.

Assumptions and dependencies should be stated in general terms. Anything that needs to be specific for one agency needs to be in an MOU with that agency.

CIO assumptions and dependencies should include a statement indicating the relaxation of acquisition rules if the governor declares a state of emergency.

If it is an IT product/service provided by the Office of the CIO today, the CIO will provide that product/service during recovery and it will be restored in an order of priority based on the work of the Lt Gov and agency directors and the impact of the event.

CIO mindset early on in the development of a disaster recovery plan = agencies are depending too much on the Office of the CIO for COOP/DRP. The first set of assumptions and dependencies were written with that in mind.

Assumptions regarding response time objective (RTO) need to be more generalized and based on the impact of the event and the related recovery needs.

The following text needs to be included as an assumption: Agency IT incident command posts will be working together to recover IT products and services.

A statement may be needed in the CIO COOP/DRP just before the assumptions indicating that the assumptions reflect conversations with several agencies that depend/rely on CIO services.

The Office of the CIO will first do everything it can to restore its own ability to provide IT products and services. Then, the Office of the CIO will attempt to help other agencies restore their IT capabilities.